

HUMAN RESOURCES OFFICE - CALIFORNIA NATIONAL GUARD TECHNICIAN VACANCY ANNOUNCEMENT

VACANCY ANNOUNCEMENT #

09-635

OPEN PERIOD:

11/30/2009 – 12/14/2009

JOB TITLE:

Training Technician

PAY GRADE AND SERIES:

GS-1702-08

PAY RANGE:

\$45,057 - \$58,576

POSITION LOCATION:

Roseville, CA.

APPOINTMENT TYPE: INDEFINITE - DUAL STATUS
PDCN #: 70623000

Security Clearance Required:

National Agency Check

AREA OF CONSIDERATION: CURRENT CALIFORNIA NATIONAL GUARD MEMBERS/TECHNICIAN

Military grade of E-6 through E-7.

Compatible Military Grade Assignment: MOS 92A.

Key Requirements:
THIS IS AN INDEFINITE POSITION

This position is located in the operations section of a Battalion (Bn) or Squadron (Sqdrn) Headquarters of the Army National Guard. The purpose of this position is to function as the senior non-supervisory technician within the operations and training area. Under the direction of the Training Officer this position oversees and ensures the accomplishment of work performed in the areas of operations and training management.

Recruitment/Relocation Incentive/Advance in Hiring Rate Based on Superior Qualification IS authorized upon approval.

PAYMENT OF PERMANENT CHANGE OF STATION (PCS): Payment of Permanent Change of Station (PCS) IS authorized upon approval and subject to the provisions of the Joint Travel Regulations

SUBJECT to NIGHT and/or ROTATING SHIFTS.

Position Requires Travel: Some, 1 to 5 days per month.

QUALIFICATIONS and EVALUATION:

General: Progressively responsible clerical experience or other work which demonstrated the ability to acquire and to apply a practical knowledge and understanding of the program objectives, policies, procedures, and requirements relating to the work of the position.

Training Technician GS-1702-08: Must have 18 months of specialized experience in developing lesson plans and assuring that these plans are followed; experience which demonstrated an applicant's ability to obtain training materials and set up equipment; experience which demonstrated an applicant's ability to gather data and to prepare and submit reports; experience which demonstrated an applicant's ability to follow agency directives in monitoring and controlling a testing environment.

KNOWLEDGES, SKILLS, AND ABILITIES: The following knowledge's, skills, and abilities will be used by the selecting officials to determine the best qualified applicants from which selection will be made:

1. Ability to develop, administer and evaluate education/training programs.
2. Ability to secure facilities and coordinate training.
3. Ability to gather data and compile plans and reports.
4. Ability to coordinate and control testing programs.

SUBSTITUTION OF EDUCATION FOR SPECIALIZED EXPERIENCE: High School graduate or the equivalent may be substituted for 3 months of specialized experience. Education in schools above the high school level may be substituted for experience on the basis of one academic year of study (i.e. 36 weeks of substantially full-time

study, or 30 semester hours or the equivalent) for 12 months of the required experience. Each 30 semester hours credited must have included at least six semester hours in courses which are directly related to the type of work of the position.

COPIES OF TRANSCRIPTS ARE REQUIRED FOR EDUCATION TO BE CREDITABLE

CREDITING NATIONAL GUARD EXPERIENCE: NATIONAL GUARD SERVICE MAY BE CREDITED AS FULL-TIME EXPERIENCE WHEN EVALUATED AGAINST THE QUALIFICATION REQUIREMENTS FOR A MILITARY TECHNICIAN POSITION. EXPERIENCE MUST BE DIRECTLY RELATED TO THE POSITION AND MUST BE DESCRIBED IN THE WORK EXPERIENCE SECTION OF THE APPLICATION. THE LEVEL OF EXPERIENCE WILL BE DETERMINED BY THE ACTUAL DUTIES AND RESPONSIBILITIES PERFORMED.

CONDITIONS OF EMPLOYMENT:

- Must qualify for appropriate level of security clearance required for the position.
- Must maintain a compatible military unit, grade, and job assignment within the CA National Guard and wear appropriate military required grooming standards.

HOW TO APPLY:

1. Submit an Optional Form (OF) 612, Optional Application for Federal Employment **OR** a current resume.
2. Attach any required documents (see Required Documents below).
3. Submit application package to the California National Guard – HRO Office via email at NGCAHRJOBSTECH@CA.NGB.ARMY.MIL
4. Please title your emails to fit the format of (Last Name, First Name - Announcement Number); (i.e., Smith, Joe – 09-001)

IF YOU DO NOT RECEIVE A CONFIRMATION EMAIL WITHIN 2 BUSINESS DAYS, PLEASE CONTACT THE HRO STAFFING TEAM AT (916) 854-3350

REQUIRED DOCUMENTS (Application Packet):

- OF 612, Optional Application for Federal Employment or current resume (mandatory)
- Transcripts, if applicable

OPTIONAL DOCUMENT (Application Packet):

- SF 181, Ethnicity and Race Identification Form

APPLICATION FORMS ARE AVAILABLE AT THE HUMAN RESOURCES OFFICE WEBSITE

www.calguard.ca.gov/cahr and at www.opm.gov/forms/ .

APPLICATIONS ARE ACCEPTED VIA EMAIL ONLY TO: NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

The Human Resources Office will not accept applications via fax or mail without prior consideration from HRO Staffing. Resumes and Applications (OF 612) must include a valid return email address.

Upon receipt, the Human Resource Office will review your application packet to determine if it meets the minimum Qualifications Requirements and the Area of consideration. The rating you receive is based on your application and supporting documents that you provide. Please follow all instructions carefully. **Applications or resumes without a current return email will not be considered.** Errors or insufficient information may affect your rating.

ALL APPLICATIONS MUST BE RECEIVED IN THE HUMAN RESOURCES OFFICE (HRO) BY Midnight (Pacific Time) BY THE CLOSING DATE INDICATED ABOVE.

VETERANS PREFERENCE DOES NOT APPLY.

All California National Guard Technician Vacancy Announcements can be found on our job website. Questions about announcements or how to apply may be directed to HRO Staffing at (916) 854-3350 or via email to NGCAHRJOBSTECH@CA.NGB.ARMY.MIL

THE CALIFORNIA NATIONAL GUARD IS AN EQUAL OPPORTUNITY EMPLOYER